

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON
BUDGET UNIT: COUNTY ADMINISTRATIVE OFFICE (AAA CAO)

I. GENERAL PROGRAM STATEMENT

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget. Legislative functions at Washington, DC and Sacramento are also included in this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	3,272,971	3,823,039	3,455,918	4,452,965
Total Revenue	223,898	156,384	186,110	275,987
Local Cost	3,049,073	3,666,655	3,269,808	4,176,978
Budgeted Staffing		32.5		33.5

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Staffing changes approved mid-year include the reduction of 3.5 positions for a contract management unit that were transferred to the Purchasing Department and the addition of 2.0 Administrative Analyst II positions for special projects and 1.0 Administrative Analyst III position for legislation.

Changes for 2002-03 include the addition of 1.0 Administrative Analyst III position to coordinate the county's state mandated cost reimbursement (SB 90) program. The cost of this position will be reimbursed from SB 90 revenues. The addition of 1.0 Clerk II position is also included and will replace a temporary, unbudgeted PSE position to assist the Public Information Officer. Conversion of a budgeted PSE in the legislative office to a half-time Clerk I position, resulting in a .5 staffing decrease, is also included as a staffing change.

PROGRAM CHANGES

The services and supplies budget has been reduced to provide the funding necessary in salaries and benefits to fund the new Clerk II position, the change in the exempt MOU, and to provide funding for step increases. These decreases are offset by a projected increase in revenue from the legislative services contract with Riverside County. In final budget action, services and supplies was increased for unspent authority for departmental audits that was approved in the 2001-02.

GROUP: Administrative/Executive DEPARTMENT: County Administrative Office FUND: General AAA CAO			FUNCTION: General ACTIVITY: Legislative and Administration		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	2,875,302	3,069,173	3,373,265	174,236	3,547,501
Services and Supplies	733,447	892,754	887,687	142,861	1,030,548
Central Computer	25,528	25,528	33,607	-	33,607
Other Charges	-	300	300	1,700	2,000
Equipment	5,220	24,400	24,400	1,600	26,000
Transfers	52,097	46,560	46,560	7,116	53,676
Total Exp Authority	3,691,594	4,058,715	4,365,819	327,513	4,693,332
Less:					
Reimbursements	(235,676)	(235,676)	(235,676)	(4,691)	(240,367)
Total Appropriation	3,455,918	3,823,039	4,130,143	322,822	4,452,965
<u>Revenue</u>					
State, Fed or Gov't Aid	186,110	156,384	156,384	119,603	275,987
Total Revenue	186,110	156,384	156,384	119,603	275,987
Local Cost	3,269,808	3,666,655	3,973,759	203,219	4,176,978
Budgeted Staffing		32.5	32.0	1.5	33.5

COUNTY ADMINISTRATIVE OFFICE

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	206,400	MOU and retirement increases.
	8,070	Contract increase for Associate Legislative Advocate. Approved by Board on July 10, 2001.
	(194,001)	Transfer Budget to Purchasing for Contract Mgmt Unit. Approved by Board on September 17, 2001.
	11,173	Increase for CAO. Approved by Board on October 2, 2001.
	176,000	Add 2 Admin Analyst II Positions. Approved by Board on January 29, 2002.
	96,450	Add 1 Admin Analyst III position for legislation. Approved by Board on February 5, 2002.
	<u>304,092</u>	
Services and Supplies	16,389	Inflation, risk management liabilities and EHAP.
	200,000	One time central computer charges audit.
	(81,097)	2% budget reduction.
	(5,000)	Transfer budget for cost of tour to Grand Jury budget unit.
	(42,999)	Transfer Budget to Purchasing for Contract Mgmt Unit. Approved by Board on September 17, 2001.
	(92,360)	Transfer budget to Real Estate Services for department head. Approved by Board on October 30, 2001.
	<u>(5,067)</u>	
Central Computer	<u>8,079</u>	
Total Appropriation Change	307,104	
Total Revenue Change	-	
Total Local Cost	307,104	
Total 2001-02 Appropriation	3,823,039	
Total 2001-02 Revenue	156,384	
Total 2001-02 Local Cost	3,666,655	
Total Base Budget Appropriation	4,130,143	
Total Base Budget Revenue	156,384	
Total Base Budget Local Cost	3,973,759	

Board Approved Changes to Base Budget

Salaries and Benefits	110,642	Add one Administrative Analysts III position for coordination of SB90 program.
	33,124	Add one Clerk II position to provide assistance to Public Information Officer.
	14,400	MOU Increase moved from services and supplies to salaries and benefits.
	16,070	Move budget to salaries and benefits to cover step increases.
	<u>174,236</u>	
Services and Supplies	203,219	Reappropriate 2001-02 unspent authority for departmental audits.
	(60,358)	Decrease services and supplies to help offset cost of new Clerk II position, step increases, increase in auto allowance and lease-purchase of photocopier.
	<u>142,861</u>	
Other Charges	<u>1,700</u>	Lease-purchase of photocopier.
Equipment	<u>1,600</u>	Lease-purchase of photocopier.
Transfers	<u>7,116</u>	Increase in budget for Sacramento office rent. Actual increase only \$1,500.
Reimbursements	(4,691)	Increase reimbursement from the Health Care Costs budget unit to reflect increased salary costs. This reimbursement funds 10% of a Deputy CAO and 50% of an Administrative Analyst III for budget assistance and maintenance of the Medical Center debt issues.
Total Appropriations	<u>322,822</u>	
Revenue		
State and Federal Aid	119,603	Revenue from SB90 program to offset the cost of an additional Admin Analyst III position and estimate of additional contract revenues from Riverside County for salary and benefit increases of legislative staff.
Total Revenue	<u>119,603</u>	
Local Cost	<u>203,219</u>	